



FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

October, 2003

Issue No. 2

INSIDE THIS ISSUE:

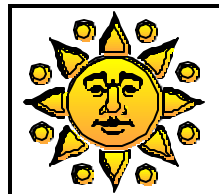
FEATURE ARTICLES



**Commodity
Chat
Page 2**



**Regulatory
Issues
Page 2**



**Food For Thought
Page 4**

Attachments	Page
Calendar of Events	7
Fall Workshop Agenda and Registration	8-10
Use of Free and Reduced Price Eligibility Information	12-18

NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022



COMMODITY ON LINE ORDERING

As you are aware, the Michigan Department of Education requested that both state contracted warehouses offer on line ordering for USDA commodities by October 1, 2003. All superintendents were notified this summer that this is mandatory in order for schools to participate in the USDA commodity program with the state of Michigan.

TLC Warehouse has all school food authorities in Region 2 on line to order USDA commodities. If the warehouse has not contacted you, please contact Shelly Knoll at 1-800-933-8732, ext. 5864. She will provide you with the necessary paperwork to get you started.

Northern Food Service has some of the school food authorities in Region 1 and Region 3 on line to order USDA commodities. Northern Food Service plans to add schools each week and will have all school food authorities on line by December 1, 2003. Northern Food Service will send manual with each School Food Authorities login and password over the next few weeks.

The two on line ordering systems at the two warehouses are very different. Therefore, each warehouse will provide training to schools indicative of each program. For questions about on line ordering, please contact your state contracted warehouse. If you have extenuating circumstances that prohibit you from ordering USDA commodities on line, please contact Jayme Priest of the Food Distribution

Irradiated Food Workshop

Delivering safe food for use in a child nutrition program is a high priority of USDA.

Recently, USDA approved the use of irradiated ground beef in commodity foods. Interested in learning more about irradiated food? We are holding a workshop on Tuesday, November 4, 2003 about this controversial subject in Okemos at the Chippewa Middle School Auditorium.

The registration fee is \$15.00 per person. A continental breakfast and lunch will be provided. The workshop begins at 8:45am with registration/continental breakfast at 8:00am. (Refer to pages 8-10 for complete information and forms. Hope to see you there.



Regulatory Issues

New National Daily Attendance Factor School Year 2003-04

Effective with the October 2003 School Meals Program Claim for Reimbursement, the new national daily attendance factor is 93.4%. The attendance factor is a percentage determined by USDA at least once each year that accounts for the difference between enrollment and attendance.

Documentation for exceeding the attendance factor will be available online as part of the monthly claim

form starting with the October claim. The “Justification for Exceeding the Attendance Factor” form will be displayed when the “Overclaim” button is clicked. It will have to be completed and submitted online before the claim can be certified.

Refer to Administrative Policy memo #3 for further details regarding this new process for documenting meals that exceed the average daily attendance factor.

September Claim Form Linked to CNAP Completion

In order to file a claim for September, each School Food Authority **must** have renewed their application through the Child Nutrition Application Program (CNAP) on the Michigan Education Information System (MEIS). For those SFAs whose 2004 applications have not been approved, a September claim will not be available. Follow these steps to renew your application:

- Obtain an e-mail address if you do not currently have one.
- Complete and return the new School Meals Program Security Access Form for CNAP.

Go to <http://www.michigan.gov/mde>, click **Programs and Offices**, then **School Support Services**. Print and complete the “School Meals Program Security Access Form for CNAP” available from the CNAP box. Fax it to Ruby Dixon at (517) 373-4022.

- Access CNAP on MEIS to complete and submit your application.

Go to <http://cnap.mde.state.mi.us/cnap/> Log on and initiate a 2004 Application by clicking on the drop down arrow located under the heading “Start an Application for a New Year.” At the Main Menu print the **General Instructions** under “Application Agreement Materials” and use the “**Help**” button to complete the Renewal Application.

IMPORTANT REMINDERS:

- If you have submitted your application and modifications were required, you must complete and submit all modifications in order to receive approval.
- If your completed application is not received before October 15, 2003 you will no longer be approved to participate in the School Meals Program. Federal reimbursement and commodity deliveries will be suspended.

Small Purchase Threshold for Procurement

The Michigan Department of Education has just released the revised small purchase threshold for Fiscal Year 2003-04. Sections 1267 and 1274 of the Revised School Code establishes a threshold to which competitive bids must be obtained when procuring supplies, materials and equipment. This new threshold amount is \$17,932.

Please remember that some schools establish an even stricter threshold for purchasing supplies, materials, and equipment. Therefore, food service directors are reminded to check with their superintendents and/or business managers to see if their school has a small purchase threshold that is more stringent than the Revised School Code.

A letter regarding this new threshold was mailed on September 17, 2003 to the attention of your school’s superintendent. A copy of this letter has been posted at the following website:

http://www.michigan.gov/documents/bidletter_13452_7.pdf. If you have any questions regarding procurement, contact Cheryl Schubel at (517) 241-2597.

Application Approval Guidance for Special Education Students 18 Years of Age Receiving SSI Benefits

Each year we receive many inquiries from schools across the State concerning the eligibility of students in special education who are over the age of 18 and receiving SSI benefits. Typical questions we are asked include "Are they always considered a family of one?" or "Does the SSI check always count as income to the household?"

We asked the Midwest Regional Office of the United States Department of Agriculture to clarify this issue for us. Here is their response:

"Receiving SSI does not automatically qualify a student as a family of one. There are no special rules or concessions for SSI recipients. SSI income must be considered as part of the family income unless a determination can be made that the student is living alone or as a separate economic unit. Follow the "Eligibility Guidance for School Meals" manual on pages 29 and 30 posted on the Food and Nutrition web page.

<http://www.fns.usda.gov/cnd/Guidance/default.htm>

School officials must often use their own discretion in deciding whether applicants living together in a private dwelling are separate economic units. When sharing a house with others, prorating of expenses would help establish economic independence. However, it is a judgment call by the school official. No single factor can be deciding. The school official must weigh possibly

conflicting statements and evidence and must then draw a logical conclusion. Any determination should be based on the facts in individual cases. The School Food Authority can use the "Eligibility Guidance for School Meals" as a guide and carefully document in the file the basis for the determination."

We hope this helps clarify the criteria to be used when determining eligibility for special education students over the age of 18 receiving SSI benefits. If you need further help, please feel free to contact our office for assistance.

Use of Free and Reduced Price Eligibility Information

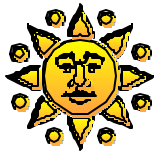
Schools have inquired about the use of free and reduced price eligibility information in carrying out the provisions of Title I of the Elementary and Secondary Education Act as reauthorized by the No Child Left Behind Act (NCLB). The attached Michigan Department of Education memo sent to all school food authorities February 2002 on Use of Free and Reduced Price Eligibility Information provides applicable guidance.

The USDA website

<http://www.fns.usda.gov/cnd/Governance/policy/ed-usda-letter.htm>

provides the joint letter from the U.S. Department of Agriculture and the U.S. Department of Education regarding the use of student information collected for the National School Lunch program in carrying out provisions of Title I of the Elementary and Secondary Education Act, as reauthorized by NCLB. This letter may provide additional clarification.

If you have any questions contact our office at 517/373-3347.



Food For Thought

The Food Guide Pyramid

Many of you may already know that the Food Guide Pyramid is about to be revised. USDA is asking for public comment on the proposed changes to the Pyramid. Want to know more about this? Please go to the following website where all your questions will be answered.

<http://www.usda.gov/news/releases/2003/09/qa0308.htm>

Claim Status Reports

Paper status reports are no longer being mailed. The reports are available online to anyone with access rights to the SM-4012-SL School Meals Program claim form. If additional people wish to view these reports, the person who currently has claim certification rights for your School Food Authority can give them those access rights. Anyone requiring access must first create an MEIS Account:

- Go to <http://meis.mde.state.mi.us/userman>
- Click on "Create an MEIS Account" and follow instructions
- Print screen displaying MEIS Account number

The person with certification rights will need to complete the following steps:

- Click on the "User Management" link on

the top of the Main Menu for SM-4012-SL

- Click on "Add a New Account"
- Enter the MEIS Account number on the "Add Access" screen
- Select the access level from the dropdown menu and click on "Proceed Verify"
- Verify the information on the next screen and click "Add FNS Access"
- The newly added user will appear on an "FNS Accounts" list (access can be removed at any time by clicking on the "Remove" link to the right of their name)

This user will then be able to access the claim status reports on MEIS using the login and password assigned during the account creation process. They can view and print the reports or enter claim data according to the access level granted by the certifier within your organization. Certification rights can only be granted by the Security Administrator in the Office of School Support Services after a completed Security Access Form for the SL-4012-SL Claim for Reimbursement has been submitted.

August/September Claims for Reimbursement

If your school district served meals for 10 days or less in August, you do not need to submit an August claim. Combine August and September claim data and submit both on your September claim form. If meals were served more than 10 days in August, a separate claim must be submitted for that month.

National School Lunch Week
"Wild About School Lunch"
October 13-17, 2003

Statewide Training Program for School Food Service Personnel

The Statewide Training Program Class Schedule and Registration Forms have moved! These items are no longer in Food Scoop. You can now get this information from a link to our website. On the Office of School Support Services website, go to the Resources & Related Info box and click on Training. On the Training page there is the link labeled Statewide Training Program Class Schedule 2003. This link will take you to the ETC website where SWTP information will now be maintained. Bookmark this site for ongoing reference.

New Director Workshop UP and Northern Lower Michigan

We just wanted to let you know that we haven't forgotten about you!!! A New Director Training Workshop is scheduled for Michigan's northern tier and the UP on Thursday, October 30, 2003, from 9AM - 1PM.

This workshop will be conducted in an interactive video-conference format. You may choose the ISD location where you want to attend and the workshop will be broadcast at that site. Please go to:

www.tcombridge.org/events/MDE/ to register. Simply click on this site, and then click on the ISD site where you will attend. You must also register for the workshop at this website. Please fill out the registration completely, providing all mailing and email information. Workshop hand-outs and materials will be mailed to you at the address indicated on the registration form. NOTE: Register by Oct. 20 to allow us time to mail you the materials. We cannot guarantee materials will reach you if you register after Oct. 20

If you have any questions regarding this workshop, please contact Mary LaRock at 517/373-3347.

NFSMI October Satellite Seminar

Information on the October Satellite Seminar, School Breakfast: A Smart Way to Start the Day is now available on the NFSMI Web site and can be accessed from the following links:

What's New:

<http://www.nfsmi.org/New/index.html>

Direct link to the satellite seminar Page:

<http://www.nfsmi.org/Education/Satellite/ss34/satinfo.htm>

Flyer (PDF):

<http://www.nfsmi.org/Education/Satellite/ss34/flyer.pdf>

<p>October 2003</p> <p>CALENDAR OF EVENTS</p> <p>CHILD NUTRITION PROGRAM</p>	<p>Michigan State Board of Education <i>Kathleen N. Straus, President</i> <i>Sharon L. Gire, Vice President</i> <i>Michael David Warren Jr., Secretary</i> <i>Eileen L. Weiser, Treasurer</i> <i>Marianne Yared McGuire, NASBE Delegate</i> <i>John C. Austin</i> <i>Herbert S. Moyer</i> <i>Sharon Wise</i> <i>Thomas D. Watkins, Superintendent</i> <i>Governor Jennifer Granholm, Ex-Officio</i></p>
October, 2003	
10	September Monthly Claim Due
13-17	National School Lunch Week
30	August Monthly Claim Deadline
November, 2003	
10	October Monthly Claim Due
30	September Monthly Claim Deadline

September 26, 2003

Subject: Fall Workshop

Dear Food Service Director:

Interested in learning more about irradiated food? We are offering a one-day workshop on Tuesday, November 4, 2003 in Okemos at the Chippewa Middle School Auditorium. Please join us for an in-depth workshop about this controversial topic. A tentative agenda, registration form, and maps are enclosed.

The registration fee is \$15.00 per person. A continental breakfast and lunch will be provided. Each person planning to attend must fill out a registration form and send it along with a check made payable to MDE to the following address:

Michigan Department of Education
P.O. Box 30106
Lansing, MI 48909
Attn: Debby Roberts

The registration, with full payment, must be postmarked by October 17, 2003.

This workshop is a wonderful opportunity for Food Service Directors to receive information on irradiated food products and network with other Food Service Directors. Continuing Education Units for MSFSA/ASFSA certification have been requested.

If you have questions or need further information, please call Gloria Zunker at 517-241-2096. We look forward to seeing you at the Fall Workshop in Okemos.

Sincerely,

Julie Stark, Interim Director
Office of School Support Services

JS/GZ/ml
Enclosures

cc: Debby Roberts

IRRADIATED FOOD WORKSHOP

Chippewa Middle School Auditorium
4000 Okemos Road
Okemos, MI 48864

Tuesday, November 4, 2003



TENTATIVE AGENDA

- 8:00 - 8:45 a.m. **REGISTRATION AND CONTINENTAL BREAKFAST**
- 8:45 - 9:00 a.m. **WELCOME**
Julianne Stark, M.B.A., Interim Director, School Support Services
- 9:00 - 10:00 a.m. **THE SCIENCE OF FOOD IRRADIATION**
Jerry Cash, PhD, Professor Emeritus, Michigan State University
Have you ever wondered what food irradiation is? How it works? Or, how long irradiation has been used? Then join us for this very informative program on the Science of Food Irradiation.
- 10:00 - 10:15 a.m. **COMMODITY UPDATE**
Marla J. Moss, M.S., R.D., Supervisor, Food Distribution Program
What's new with commodities? Find out about new processing contracts and the food that is expected for the year.
- 10:15 - 10:30 a.m. **BREAK**
- 10:30 - 12:00 noon **THE MINNESOTA PROJECT, PREPARING THE SCHOOL COMMUNITY FOR IRRADIATED FOOD**
Mary Hunn, R.D., Special Projects Supervisor, Minnesota Department of Education
Want to find out what other States have done with Food Irradiation? Join us as we learn about Minnesota's experience with Irradiated Ground Beef.
- 12:00 - 1:00 p.m. **LUNCH BREAK**
- 1:00 - 2:00 p.m. **COMMUNICATION OF CONTROVERSIAL ISSUES**
Terry Denbow, Vice President for University Relations, Michigan State University
Have you ever wondered how to communicate information surrounding controversial issues? Join us as we learn essential communication techniques.
- 2:00 - 2:15 p.m. **BREAK**
- 2:15 - 3:15 p.m. **QUESTIONS & ANSWERS**
Michigan Department of Education Staff, Northern Warehouse and TLC Warehouse
Get all your School Meals and Food Distribution questions answered. Join us for an informal break-out session with MDE School Support Services, Northern Warehouse and TLC Warehouse Staff.
- 3:15 - 3:30 p.m. **WRAP-UP/CLOSING REMARKS**

IRRADIATED FOOD WORKSHOP

REGISTRATION FORM



Picture
of the
radura
symbol

Registrations must be postmarked by Friday, October 17, 2003. No registrations will be accepted after that postmarked date.

" Tuesday, November 4, 2003
at
Chippewa Middle School Auditorium
4000 Okemos Road
Okemos, MI 48864

Name: _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone #: _____

School District: _____ Agreement #: _____

Work Phone #: _____

E-mail Address: _____

Please return this form and your **check made payable to MDE for \$15.00 to:**

Michigan Department of Education
P.O. Box 30106
Lansing, MI 48909
Attn: Debby Roberts

(We are unable to accept cash, credit cards or purchase orders.)

<i>For Michigan Dept. of Education Use Only</i>	<i>Index Number 02039</i>	<i>Check #</i>	<i>School Personal</i>	<i>Amount \$</i>
---	-------------------------------	----------------	----------------------------	----------------------

[Copy as necessary]

Thomas D. Watkins, Jr.
Superintendent
of Public Instruction

State Board of
Education

Kathleen N. Straus
President

Sharon L. Gire
Vice President

Michael David Warren, Jr.
Secretary

Eileen Lappin Weiser
Treasurer

Marianne Yared McGuire
NASBE Delegate

John C. Austin
Herbert S. Moyer
Sharon A. Wise

John Engler, Governor
Ex Officio

TO: School Superintendents
Public School Academy Directors

FROM: Susan Perkowski Anderson, Director
Office of School Support Services

Dorothy VanLooy, Director
Office of Field Services

DATE: February 20, 2002

SUBJECT: Use of Free and Reduced Price Eligibility Information

Information about students that are eligible to receive free and reduced price meals is very important to school districts and public school academies. School administrators have directed many questions about the use of student free and reduced price meal eligibility information to both the Office of Field Services (OFS) and the Office of School Support Services (OSSS) prompting both offices to issue this memo clarifying the appropriate use of eligibility information.

Schools *may* disclose children's free and reduced price meal eligibility information to certain programs and individuals as authorized by the National School Lunch Act (NSLA). This is an option not a requirement. There always must be a legitimate need to know eligibility information in order to provide a service or carry out an authorized activity. Title I, Section 31a and the MEAP assessment are programs authorized for the disclosure of children's free and reduced price meal eligibility information without parental consent. Release of any other information contained on the school meals application beyond eligibility status, such as family size, income or social security number, is prohibited unless parental consent has been obtained prior to release of the information.

Eligibility information may only be used for the purposes for which the disclosure is made. Further use or disclosure to other parties or programs is prohibited and considered a violation of the disclosure provision. For example, when eligibility information is disclosed to a representative of the

Title I program, this information cannot then be shared by the Title I representative with other programs.

Page 2
February 20, 2002

The issues of privacy and confidentiality of personal data are complicated as well as sensitive. The administration of the local school district or public school academy is responsible for the final decision to disclose children's eligibility information. Each school district and public school academy should give this option serious consideration, discuss it with legal counsel and develop a confidentiality policy applicable for any disclosure of free and reduced price eligibility information. The confidentiality policy should include a prototype of a written disclosure agreement, a parental notification procedure and parental consent statement requirements.

The administration of the school district or public school academy should develop a written agreement to be used when the school food services program provides data to other eligible programs disclosing student eligibility information. The details of a written disclosure agreement and a sample agreement can be found in Attachment A.

Although it is not a requirement, the local school district or public school academy administration should also inform households if the school plans to disclose or use eligibility information outside the school lunch, breakfast, or milk program for allowable purposes such as Title I and Section 31a. A disclosure to any other federal, state or local program or individual *not included* in the NSLA requires parental consent. The details for parental notification and parental consent can be found in Attachment B.

The cost to distribute, collect, consolidate and disclose information cannot be charged to the food service account. The school food service fund must only be used for the operation and improvement of the school food service program. Such cost may be charged to the program or agency requesting the free and reduced price meal and free milk eligibility information. However, incidental costs to the food service are acceptable.

Additional detailed information can be found on the USDA Child Nutrition Program website at <http://www.fns.usda.gov/cnd> in Part 8 of the Eligibility Guidance for School Meals Manual (click on the headings National School Lunch Program and Free and Reduced Price Meal Benefits). If you have concerns or questions about disclosing children's eligibility information contact the Office of School Support Services at 517/373-3347.

Attachments

SPA/DVL/BC/MAG/ldb

cc: Food Service Director
Title I Program Coordinator

Attachment A: Written Disclosure Agreement

The school district or public school academy administration should develop a confidentiality policy on free and reduced price eligibility information not only to programs or individuals authorized by the NSI to other programs that require parental consent. The confidentiality policy should contain a written disclosure agreement between the program determining the free and reduced price eligibility information and the receiving entity receiving the eligibility information.

The disclosure agreement should:

- Be signed by both the determining entity, for example the school food authority food service director, and the receiving entity, for example the Title I director;
- Identify the entity receiving the information;
- Describe the information to be disclosed and describe how it will be used;
- Describe how the information will be protected from unauthorized uses and disclosures; and
- Describe the penalties for unauthorized disclosure.

The receiving entity must be informed in writing that eligibility information may not be disclosed to other individuals and may only be used for the purpose for which the disclosure was made. The receiving entity must also be informed of the penalty for violation of these requirements. A sample prototype agreement, Disclosure Agreement for Free and Reduced Price Information, appears on the following pages and may be used to share information.

PROTOTYPE

DISCLOSURE OF FREE AND REDUCED PRICE INFORMATION AGREEMENT

I. PURPOSE AND SCOPE

(Insert name of determining agency) and (insert name of receiving agency) acknowledge and agree that children's free and reduced price meal and free milk eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et. Seq.) or Child Nutrition Act of 1966 (42 USC 1753 et. Seq.) and the regulations implementing those Acts is confidential information. This Agreement is intended to ensure that any information disclosed by the (insert name of determining agency) to (name of receiving agency) about children eligible for free and reduced price meals or free milk is used only for purposes specified in this Agreement and that the (insert name of determining agency) and (insert name of receiving agency) recognize that there are penalties for unauthorized disclosure of children's eligibility information.

- II. Section 9(b)(C)(iii) of the National School Lunch Act (42 USC 1758(b)(2)(C)(iii)) authorizes the disclosure of children's free and reduced price meal or free milk eligibility information to specified programs or individuals, without prior parent/guardian consent. Additionally, the statute specifies that any disclosures not authorized by the statute, the consent of children's parent/guardian must be obtained prior to the disclosure. For any unauthorized disclosure of children's eligibility information, the statute specifies a fine of not more than \$1,000 or imprisonment of not more than 1 year, or both.

III. RESPONSIBILITIES

(Insert Name of Determining Agency) will:

- A. When required, secure parent/guardian written consent prior to any disclosure not authorized by the State Agency, National School Lunch Act or any regulations under that Act.
- B. Ensure the consent statement conforms to the following requirements:
- ! The consent statement must identify the information that will be shared and how that information will be used.
 - ! The consent statement must be signed and dated. In the case of a child participant, the consent statement must be signed by the parent or guardian of the applicant household even though the application for free and reduced price meals or free milk may be completed by any adult household member.
 - ! The consent statement must state that failing to sign the consent statement will result in no eligibility or participation for the program and that the information will not be shared with the receiving program with any other entity or program.

! The parent/guardian/adult must be able to limit consent to only those programs with which he or she wishes to share information.

- C. Disclose eligibility information only to persons directly connected to the administration or enforcement of programs authorized access under the National School Lunch Act or regulations under the Act or to programs or services for which parent/guardian give consent.

(Insert Name of Receiving Agency) will:

- 1) Ensure that only persons who are directly connected with the administration or enforcement of the (insert name of the Program) and whose job responsibilities require use of the eligibility information will have access to _____ child eligibility information:

(Specify by name(s) or title(s)) _____

- 2) Use children's free and reduced price eligibility information for the following _____ purposes:
purpose(s):

(Describe) _____

- 3) Inform all persons that have access to children's free and reduced price meal _____ eligibility information that the information is confidential, that children's _____ eligibility information only be used for purposes specified above, and the _____ penalties for unauthorized disclosure.

Protect the confidentiality of children's free and reduced price meal or free _____ eligibility information as follows:

(Specifically describe how the information will be protected from unauthorized uses and further disclosures.) _____

Description of Procedures to Transfer Meal Eligibility Information (May be completed by the determining agency or receiving agency)

Describe the procedures for transferring students' meal eligibility information from the determining agency to the requesting agency/program so as to limit the number of individuals who have access to the information.

(Describe) _____

IV. EFFECTIVE DATES

This Agreement shall be effective from _____ to _____.

V. PENALTIES

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(b)(2)(C)) or a regulation, any information about a child's eligibility for free and reduced price meal or free milk shall be fined not more than a \$1,000 or imprisonment of not more than 1 year, or both.

VI. SIGNATURES

The parties acknowledge that children's free and reduced price meal and free milk eligibility information may be used only for the specific purposes stated above; that unauthorized use of free and reduced price meal and free milk information or further disclosure to other persons or programs is prohibited; and that any violation of federal law, which may result in civil and criminal penalties.

Requesting Agency/Program Administrator:

Printed Name: _____

____ Title: _____ Phone: _____

____ Signature: _____

____ Date: _____

____ Determining Agency Administrator:

Printed Name: _____

____ Title: _____ Phone: _____

____ Signature: _____

____ Date: _____

* Any attachments will become part of this Agreement.

Attachment B: Parental Notification and Parental Consent

Parental Notification

The school, through the determining entity, should inform households if they plan to disclose or use eligibility information outside of the originating program, i.e. lunch, breakfast or milk program. This notice of potential disclosure may be in the notice/letter to households that accompanies the free and reduced price meal application, on the application, or for children directly certified, in the document informing household participant's eligibility through direct certification. This notification should state that the children's name, status and other information provided on the application or obtained through direct certification may be disclosed to certain other federal, state or local agencies as authorized by NSLA.

Parental Consent

A disclosure to any other federal, state or local program or individual *not included* in the NSLA requires parental consent. Additionally, there are circumstances such as State Agency decision, program administration that make federal, state or local programs *included* in the NSLA become ineligible to receive eligibility information without parental consent. Refer to Food Service Administrative Policy #3, "Disclosure of Eligibility for State Children's Health Insurance Program (SCHIP)" and Food Service Administrative Policy #4 "Disclosure of Children's Eligibility for 21st Century Grant Programs".

If parental consent is required for disclosure, the consent statement must be in writing. The school personnel making the eligibility determination should obtain the consent statement. This can be done at the time of application or at a later time. The written consent statement must:

- Identify the information that will be shared and how the information will be used.
- Be signed and dated. In the case of a child participant, the consent statement must be signed by a parent or guardian of the applicant household, even though the application for free or reduced price meal or free milk may be signed by any adult household member.
- State that failing to sign the consent statement will not affect eligibility or participation for the program and that the information will not be shared by the receiving program with any other entity or program.
- Allow the parent/guardian/adult to limit consent to only those programs with which he/she wishes to share information.